



Personnel

**OUTSTANDING INFORMATION MANAGEMENT
QUARTERLY AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATIONS IS MANDATORY

This instruction implements AFPD 36-28, *Awards and Decorations Program*. It establishes and prescribes the eligibility rules and nomination procedures for the Quarterly Outstanding Information Management Awards Program for Air Intelligence Agency (AIA) units in the San Antonio metropolitan area. Information managers assigned to AIA units outside the San Antonio metropolitan area will compete in awards programs established by their individual units. The objective is to recognize outstanding professional performance and significant contributions of information managers. It does not apply to individual mobilization augmentees or AIA-gained Air National Guard and Air Force Reserve units.

1. The Purpose of Award. The award:

- 1.1. Enhances the visibility of our information managers and their contributions to the mission.
- 1.2. Recognizes and encourages superior performance and achievements.
- 1.3. Creates an atmosphere for crossfeed among information managers.
- 1.4. Shares goals of information management functions and encourage teamwork to support the AIA mission.
- 1.5. Generates supervisor's awareness and support of the annual Communications and Information Professionalism Award-3AXXX.

2. Eligibility Requirements. Eligible individuals include:

- 2.1. Air Force enlisted members, noncommissioned officers (NCO) and airman, with primary Air Force Specialty code (PAFSC) or duty AFSC (DAFSC) 3AXXX.
- 2.2. Air Force civilian employees performing as civilian apprentice information managers, civilian technician information managers, or civilian senior information managers.

2.3. Do Not Nominate:

- 2.3.1. Employees who received unfavorable personnel action during the award period.
- 2.3.2. Enlisted members in the Weight Control Program during the award period.

3. Nomination Categories:

- 3.1. Senior NCO rank include Master Sergeant (MSgt) and Senior Master Sergeant (SMSgt).
- 3.2. NCO rank include the Staff Sergeant (SSgt) and Technical Sergeant (TSgt).
- 3.3. Airman rank include Airman Basic (AB) and Airman (AMN) Airman First Class (A1C) and Senior Airman (SrA).
- 3.4. Junior Civilian include GS-8 and below, or equivalent.
- 3.5. Senior Civilian include GS-9 and above, or equivalent.

NOTE: Organizations within the San Antonio metropolitan area subordinate to the 67th Intelligence Wing (67IW), 67th Intelligence Group (67IG), 543d Intelligence Group (543 IG), 690th Information Operations Group (690 IOG), 668th Logistics Squadron (668 LS), and Air Force Warfare Center (AFIWC) must submit their

nominations to their headquarters. Headquarters will nominate the allotted number of packages to the Current Operations Division (HQ AIA/DOOI) for consideration (reference paragraph 4).

4. How Many to Nominate:

Organization	Total Number To Submit
AFIWC	2 per category
67 IW	2 per category
67 IG	1 per category
543 IG	1 per category
690 IOG	1 senior NCO and civilian categories, 2 all other categories
HQ AIA Directorates and Staff Offices	1 per category
668 LS	1 per category

5. Nomination Procedures. Submit nominations on AF Form 1206, **Nomination for Award**, in single-spaced bullet format, 45 lines maximum. When completing the form, leave the SSN (social security number) block blank. In the category box, put in the alpha or numeric designation and abbreviate the title. Each organization submits all nominations under one cover memorandum, signed by the commander.

NOTE: Directors sign cover memorandums for HQ AIA staff offices. This memorandum must list all nominees by name and category. Submit only the original no later than (NLT) 15 calendar days after the preceding quarter (that is, NLT 15 January for the October through December quarter) to HQ AIA/DOOI, 102 Hall Blvd, Suite 111, San Antonio TX 78243-7029. Do not number or staple pages.

6. Headings for AF Form 1206:

- 6.1. Contributions to Organizational Mission and Management Goals.
- 6.2. Exhibition of Outstanding Leadership Qualities.

7. What to Include and Not Include:

7.1. What to Include:

7.1.1. Recommended Areas To Highlight. Include overall achievements, why the contributions were important, circumstances that made tasks difficult, and accomplishments demonstrating a unique level of resourcefulness, innovativeness, or capability.

7.1.2. Leadership and Management. Include leadership abilities and management experiences, which directly correlate to information management support to the missions of AIA, the Air Force, and Department of Defense.

7.2. **Do Not Include.** Information on community contributions, past or current awards, or professional military education. Off duty education for enlisted and civilian personnel may be included, if it directly relates to information management support.

8. Selecting Winners. The Outstanding Information Manager Quarterly Awards panel consist of :

- 8.1. Senior NCO category. Three CMSgts.
- 8.2. NCO category. Three SMSgts or MSgts, or a combination thereof.
- 8.3. Airman category. One MSgt and two NCOs of any rank.
- 8.4. Junior Civilian category. Three CMSgts.
- 8.5. Senior Civilian category. Three CMSgts.

8.6. The senior panel member is the chairperson. Once the winners are selected, the chairperson forwards the names to the AIA 3AXXX functional manager.

9. Announcement of Winners. The award winners are announced at the Quarterly Outstanding Information Management Awards breakfast or luncheon.

10. Recognition:

10.1. HQ AIA/DOOI coordinates with Public Affairs (HQ AIA/PA) representatives to ensure the award winners' names are published in the AIA Spokesman magazine.

10.2. The Quarterly Outstanding Information Management Award winners are presented with certificates of recognition and engraved pen sets.

JAMES M. ENGER, Colonel, USAF
Director of Information Operations